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June 1955

HISTORY OF THE OFFICE OF SECURITY  
(March 1952 to June 1955)

A. INTRODUCTION

Since March 1952 when the last historical report on the Office of Security was submitted, the responsibilities of that office have increased. The number of employees has increased from [ ] in March 25X9A2 1952 to [ ] in May 1955. The demands placed upon the office for providing professionally trained Security Officers for assignment to other components of CIA in the United States and abroad have been 25X9A2 satisfied through training and rotation. [ ] Security 25X1A Officers are filling these positions in [ ] in May 1955.

In July 1954 an inspection was conducted of the Office of Security by the staff of the Inspector General. Suggestions made by the Inspector General were adopted in the reorganization of the Office

*File History & Summary  
see*

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of Security, which occurred in December 1954. The reorganization established five staffs instead of four and three divisions in place of two. It created two additional Deputies to the Director of Security. The Deputy Director for Personnel and Physical Support is primarily concerned with overt and semi-covert matters and the Deputy Director for Investigations and Operational Support is concerned mainly with covert matters and field investigations.

B. STAFFS AND THEIR FUNCTIONS

1. POLICY STAFF

The former Security Control Staff was abolished and under the reorganization in December 1954 a new Policy Staff was created. Functions which pertained to the Security Control Staff involving the external affairs of agency personnel were transferred to the Personnel Security Division. The Policy Staff is concerned wholly with overall agency security policy, including the formulation of regulations.

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## 2. INSPECTION STAFF

In July 1954, the Inspection Division was changed to the Inspection Staff. The functions of this Staff, which is engaged in a variety of problems involving the protection of agency interest and maintenance of Security, are more of a staff than line nature.

The Inspection Staff conducts regularly scheduled and special security inspections of Agency domestic and foreign installations to assure that proper security measures are observed. It monitors and is the liaison point for domestic Security Officers assigned outside the Office of Security. It conducts security surveys of Agency contractors' facilities, ascertains the security suitability of non-agency facilities, monitors lists of all visitors in Agency buildings, conducts special surveys and performs other duties as requested by the Director of Security.

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### 3. SECURITY RESEARCH STAFF

The Security Research Staff was reorganized with three branches, the Research Branch, External Branch (CI), and Internal Branch (CI). This staff receives, evaluates and develops information to prevent, detect, and eliminate any penetration of the Agency by foreign intelligence organizations or by any domestic or foreign organizations inimical to the U. S. It also maintains liaison with various sensitive government agencies, conducts research in employee loyalty cases and coordinates CI effort throughout the Security Office.

### 4. ALIEN AFFAIRS STAFF

The Alien Affairs Staff prepares cases in behalf of the Agency involving permanent residence within the United States for aliens entering under the provisions of Section 8 of the 1949 law, maintains liaison with other agencies of the government concerning matters affecting such aliens, and

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Agency. The functions of this staff have continued as they were prior to March 1952 with the exception that the increased volume of cases has required the addition of another professional member to the staff.

#### 5. ADMINISTRATION AND TRAINING STAFF

. This staff under the reorganization has three branches, the Personnel Branch, the Administration & Support Branch, and the Training Branch. It provides administrative, personnel and training support for all staffs and divisions of the Office of Security at Headquarters [REDACTED]

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[REDACTED]

Since February 1955 the responsibility for Security indoctrination of new CIA employees has been added to the functions of this Staff.

#### C. DIVISIONS AND THEIR FUNCTIONS

##### 1. PERSONNEL AND PHYSICAL SECURITY

Under the Deputy Director for Personnel and Physical

Support two divisions were established, the Personnel  
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Security Division and the Physical Security Division, in December 1954. Prior to that time, Physical Security was handled by a branch of the Personnel Security Division.

a. PERSONNEL SECURITY DIVISION

The new Personnel Security Division includes three

branches: the  Branch, Clearance

Branch, and Employee Activity Branch. The Division initiates and determines the scope of investigations of overt and semi-covert applicants, appraises the investigative reports on these cases, and approves or recommends disapproval of employees, consultants, and contractors. As before March 1952 it recommends disapprovals for security reasons to the Director of Security for determination. The Personnel Security Division conducts a program of review and re-appraisal of employees from the security standpoint, maintains personnel reference files on all but covert personnel, and controls dissemination of such personnel security information to

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program of exit briefings for personnel leaving the Agency as well as departing for overseas has been developed and implemented by the Personnel Security Division. It also approves or disapproves from the security standpoint the transfer of employees within the Agency. The

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The newly created Employee Activity

Branch reviews for possible security implications all requests by employees to participate in various outside activities, and clears employees of other agencies for liaison with the CIA and for attendance at Agency orientation and indoctrination briefings.

**b. PHYSICAL SECURITY DIVISION**

The Physical Security Division under the new organization includes three branches; the Technical Branch, Building Security Branch, and Physical Survey Branch.

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emergency control record of all Agency safe combinations.

They also maintain personnel on duty 24 hours a day to handle any security problems or emergencies.

The Physical Survey Branch conducts physical security surveys of all installations and space required for Agency use, investigates violations of Security Regulations, and recommends corrective measures, investigates the loss or compromise of classified information, and cases involving alleged malfeasance and the loss, theft, or misuse of Agency property. It also maintains security violation records on each Agency employee.

## 2. INVESTIGATIONS AND OPERATIONAL SUPPORT

Under the reorganization of December 1954, the Deputy Director for Investigation and Operational Support has within his jurisdiction the renamed Security Support Division which comprises three branches: Investigations Branch, Correspondents and Records Branch, and Support Branch. The Deputy Director also controls the  which handle

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investigations and operational support.



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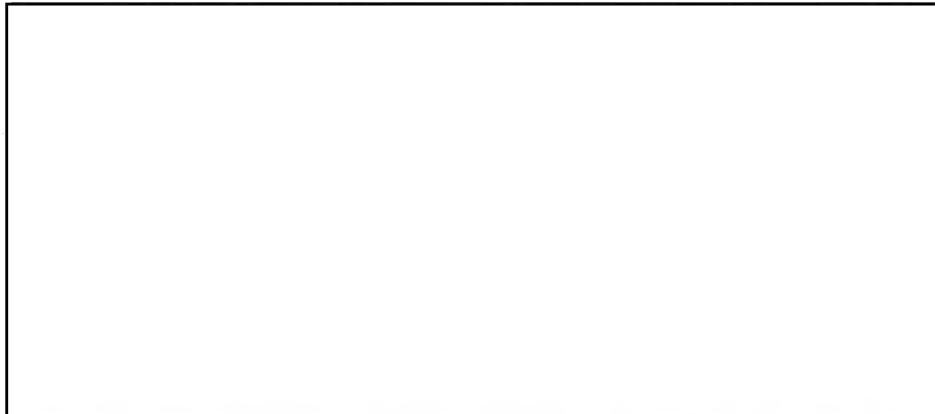
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since March 1952.

a. SECURITY SUPPORT DIVISION

Within the Security Support Division the Investigations



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the Security Support Division reviews and evaluates reports of investigation and either approves or recommends against the issuance of a covert security clearance. In cases of disapproval the cases are referred with recommendations to the Director of Security for determination. On Operational Approvals the Division makes recommendation to the operating office.

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The Correspondents and Records Branch of the Security Support Division, created under the reorganization of the Office of Security in December 1954 supervises the recruitment and processing of employees utilized by the division in a contract capacity, establishes and maintains division indices and maintains and controls the distribution of covert files and records. It also receives and dispatches communications

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[REDACTED]

The work of the Support Branch, Security Support Division, is to furnish support for operational activities wherein cover support is determined to be a consideration. It supervises

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[REDACTED]

for escorting individuals and groups both within the United States and overseas, plans and supervises the conduct of

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[REDACTED]

supervises special inquiries,

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and carries on such activities under both official and non-official cover as requested by the Central Cover Division in the implementation or support of its programs. The Support Branch also supervises the establishment and

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of the Office of Security by a regulation in May 1954. The operational security support activities have increased considerably since March 1952 and now constitute approximately fifty per cent of the work load of SSD at Headquarters.

D. EMERGENCY PLANNING AND ACTIVITIES

As of 20 August 1953 responsibility for taking proper measures of security under emergency conditions was placed in the Office of Security by regulation. The Emergency Security Patrol which had been in existence for several years was enlarged to approximately 100

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individuals and was made the subject of an Agency regulation 26 May 1954 which formalized its establishment and defined its responsibilities. In May 1955 the emergency planning functions were transferred from the Office of Security to the Office of the Deputy Director for Support. The Security Patrol functions continue in the Office of Security.

#### E. STATISTICS

##### 1. PERSONNEL ON DUTY IN THIS OFFICE AS OF:

	<u>Departmental</u>	<u>Field</u>	<u>Total</u>
31 December 1952			
31 " 1953			
31 " 1954			

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##### 2. NUMBER OF PERSONS CLEARED:

	<u>Applicants</u>	<u>Outside Contacts</u>	<u>Classified Contracts</u>	<u>Total</u>
1952				
1953				
1954				

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##### 3. APPLICANTS REJECTED FOR SECURITY REASONS:

1952  
1953  
1954

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4. RELATIVE PERCENTAGE OF OVERT APPLICANT SECURITY DISAPPROVALS  
TO TOTAL CASES COMPLETELY PROCESSED:

	<u>Percent</u>
1952	8.9
1953	7.8
1954	5.5

## 5. CASES IN PROCESS AS OF:

	<u>Applicant Type</u>	<u>Int. Contacts</u>	<u>Contract And Other Contacts</u>	<u>Covert</u>	<u>Total</u>
31 December 1952	<div style="border: 1px solid black; width: 480px; height: 45px;"></div>				
31 " 1953					
31 " 1954					

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## 6. PROCESSING TIME

(1) Average time in days required for full clearances:

	<u>Field Investigation</u>	<u>Office Appraisal</u>	<u>Total Days</u>
1952	<div style="border: 1px solid black; width: 380px; height: 55px;"></div>		
1953			
1954			

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## 7. FOREIGN INSPECTIONS OR OFFICIAL TRIPS MADE:

1952	-	24
1953	-	45
1954	-	62

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8. 

SECURITY RESPONSIBILITY OF THE OFFICE OF SECURITY:

1952	<div style="border: 1px solid black; width: 110px; height: 55px;"></div>
1953	
1954	

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9. CIA GUARD GROUP: (CIA assumed control and supervision of guard force April 1949)

No. of Guards

1952  
1953  
1954

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10. SECURITY VIOLATIONS CHARGED:

1952  
1953  
1954

539  
490  
504

11. PERSONS PROCESSED FOR IDENTIFICATION AND PASSES ISSUED:

Persons ProcessedBadges Issued

1952  
1953  
1954

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25X9

12. VISITORS PROCESSED THROUGH SECURITY RECEPTIONISTS:

1952  
1953  
1954

119478  
90766  
69397

13. TECHNICAL SECURITY INSPECTIONS:

1952  
1953  
1954

44  
33  
18

\*Temporary badges were not issued after 1953.

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14. NIGHT SECURITY INSPECTIONS PERFORMED:

1952	500
1953	656
1954	1220

15. SECURITY INDOCTRINATION CLASSES HELD:

	<u>Classes Held</u>	<u>Persons Indoctrinated</u>
1952	127	
1953	66	
1954	54	

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16. FIREARMS TRAINING PROGRAM:

	<u>Sessions</u>	<u>Persons Trained</u>
1952	596	214
1953	742	258
1954	1104	331

17. SAFE REPAIRS AND COMBINATION CHANGES:

	<u>Repairs</u>	<u>Combination Changes</u>
1952	3972	6043
1953	4540	7124
1954	4779	8368

18. CLASSIFIED WASTE COLLECTED AND DESTROYED UNDER SECURITY SUPERVISION:

1952	834,500 lbs.
1953	1,221,900 lbs.
1954	1,491,000 lbs.